



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR MEETING**  
*Minutes of December 17, 2020*

***This meeting was held virtually pursuant to the virtual meeting protocols as outlined in the President's Declaration of April 6, 2020.***

**1. 4:00 PM OPEN SESSION / CALL TO ORDER / FLAG SALUTE**

President Burgess called the meeting to order at 4:00 pm and led the flag salute.

**2. OATH OF OFFICE ELECTED/APPOINTED BOARD MEMBERS**

Secretary Gelos administered the Oath of Office to Director Burgess and Director Capps.

**3. ROLL CALL**

Secretary Gelos called the role. All Directors were present.

Staff present: General Manager Scott Duffield, Office Supervisor/Board Secretary Kristen Gelos, District legal counsel Jeff Minnery and Jennifer Blackburn, and District Auditor Adam Guise.

**4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

No comments

**5. CONSENT ITEMS**

- a. Meeting Minutes:** Receive/approve minutes of regular meeting of November 19, 2020.
- b. Warrant Register:** Receive/approve November 2020 warrants.
- c. Treasurer's Report:** Receive/file November 2020 report.
- d. Fiscal Report:** Receive/file November 2020 status report.

Director Capps made a motion to approve all consent items as presented. Director Cousineau seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

President Burgess moved item 10 – Election of Board Officers and 11 – Appointments to District Committees to address prior to Discussion Items.

**10. ELECTION OF BOARD OFFICERS**

Director Burgess made a motion nominating Director Capps for President. Director Capps accepted. Director Barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Director Burgess made a motion nominating Director Cousineau for Vice President. Director Cousineau accepted. Director Barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Director Burgess passed meeting on to newly elected President Capps to proceed with meeting.

## **11. APPOINTMENTS TO DISTRICT COMMITTEES**

Manager Duffield provided a brief summary and history of the item.

After discussion amongst the board, Director Burgess made a motion to table the item for the next board meeting. Director Capps seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

Director Burgess left the meeting after this item.

## **6. DISCUSSION ITEMS**

### **a. Request to accept and direct staff to file the Independent Auditor's Report and Financial Statements for the Year Ended June 30, 2020, prepared by Moss, Levy & Hartzheim LLP.**

Adam Guise from Moss, Levy & Hartzheim presented the Board with a summary of the District Financial Statement (Audit) and answered any questions the Board had.

Director Barker made a motion to accept and file the Independent Auditor's Report and Financial Statements as presented. Director Cousineau seconded the motion. The motion passed by the following roll-call vote:

Ayes: Barker, Capps, Cousineau, Rowley

Absent: Burgess

### **b. Request to receive and file a report on the status of Nacimiento Reservoir and provide direction to staff.**

Manager Duffield provided a power-point presentation and answered any questions the board had.

The report was received and filed.

## **7. MANAGER'S REPORT**

Manager Duffield provided a brief summary of the item.

The report was received and filed.

## 8. STAFF REPORTS

The reports were received and filed.

## 9. COMMITTEE AND DIRECTOR REPORTS

Director Capps wanted to discuss the previously tabled item, Committees. Director Barker commented that the item has been tabled and will need to be discussed at next meeting.

## 12. ADJOURNMENT

On a motion by Director Cousineau and seconded by Director Capps, the meeting adjourned at 5:23 pm to the next scheduled regular meeting on Thursday, January 21, 2021.

### APPROVED:



[Devin Capps \(Mar 9, 2021 07:13 PST\)](#)

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**Devin Capps, President**  
**Board of Directors**

### ATTEST:

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**Kristen Gelos, Secretary**  
**Board of Directors**

# 12.17.20-Minutes

Final Audit Report

2021-03-09

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